

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Housing Authority of the City of the City of Calexico

**PHA Number:** CA039

**PHA Fiscal Year Beginning:** July, 2000

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: To provide clean, affordable, quality housing improving the standard of living of the population it serves. Promote Upward Mobility, Self-Sufficiency and Resident Empowerment.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) 100%
  - ☒ Improve voucher management: (SEMAP score)
  - ☒ Increase customer satisfaction:

- ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- 
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
    - ☐ Provide voucher mobility counseling:
    - ☐ Conduct outreach efforts to potential voucher landlords
    - ☒ Increase voucher payment standards
    - ☐ Implement voucher homeownership program:
    - ☐ Implement public housing or other homeownership programs:
    - ☐ Implement public housing site-based waiting lists:
    - ☐ Convert public housing to vouchers:
    - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
  - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☒ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - ☒ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

In response to the directives outlined in the 1998 Quality Housing and Work Responsibility Act and the ensuing requirements by the Department of Housing and Urban Development, the Housing Authority of the City of Calexico, herein after referred to as Housing Authority has prepared this Agency Plan.

In this first year of required submission, the housing authority has elected to continue to operate its programs in an efficient, cost effective manner and to explore the options authorized by the QHWRRA, e.g., mortgaging of public housing properties. These options will be explored primarily as methods to increase the supply of affordable housing in accordance with the needs of our jurisdiction.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan , including attachments, and a list of supporting documents available for public inspection .

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### **Required Attachments:**

- ☒ Admissions Policy for Deconcentration/Attachment A – ACO Policy Chapter 4 (ca039a01)
- ☒ FY 2000 Capital Fund Program Annual Statement (Please refer to pages 31-34 of this document)



- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart/Attachment B – Statement of Operations & Management (ca039b01)
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan/Attachment E – PHDEP Submittal (ca039e01)
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review |   |                                      |
|---|---|--------------------------------------|
| Applicable & On Display                           | Supporting Document   | Applicable Plan Component            |
| X   | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans              |
| X   | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans              |
| X   | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans              |
| X   | General Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction   | Annual Plan:<br>Housing Needs        |
| X   | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>Financial Resources; |

| <b>List of Supporting Documents Available for Review</b> |  |  |
|--|--|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                             |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Section 8 Administrative Plan  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                              |
|  |  |  |
| X  | Schedule of flat rents offered at each public housing development<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                              |
| X  | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                              |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)   | Annual Plan: Operations and Maintenance                      |
| X  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Grievance Procedures                            |
| X  | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Grievance Procedures                            |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year   | Annual Plan: Capital Needs                                   |
| X  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant  | Annual Plan: Capital Needs                                   |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
| X  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                        |
|  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                               | Annual Plan: Capital Needs                        |
|  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition           |
|  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing        |
|  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act     | Annual Plan: Conversion of Public Housing         |
| X  | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
|  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                        |
| X  | Any cooperative agreement between the PHA and the TANF agency   | Annual Plan: Community Service & Self-Sufficiency |
| X  | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |
| X  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports  | Annual Plan: Community Service & Self-Sufficiency |
| X  | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
|  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                                     |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |
|  |   |   |

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction<br>by Family Type |             |   |   |  |  |   |                     |
|---|-------------|---|---|--|--|---|---------------------|
| Family Type   | Over<br>all | Afford-<br>ability  | Supply  | Quality  | Access-<br>ibility                       | Size  | Loca-<br>tion       |
| Income <= 30% of<br>AMI   |             | 32% of City<br>Popula-<br>tion<br>Falls Under<br>this<br>category                       | 260 units<br>of<br>Afford-<br>able<br>Housing | 65.1%<br>Sound<br>Condition<br>14.6%<br>Require<br>Minor<br>Repair<br>12.4%<br>Moderate<br>Condition<br>4.1%<br>Require<br>Substantial<br>Repair<br>3.9%<br>Dilapidated<br>Condition | No<br>Inform-<br>ation<br>availa-<br>ble | 4,271 Single<br>Fam. Units<br>1,706 Multi-<br>Fam. Units<br>251 Mobile<br>Homes | City of<br>Calexico |
|   |             |   |   |  |  |   |                     |
|   |             |   |   |  |  |   |                     |
|   |             |   |   |  |  |   |                     |
| Elderly,<br>Disabled  |             | 44.9% of<br>Elderly<br>Household<br>s fall under<br>the<br>extremely<br>low<br>category | 355<br>Senior<br>Units                        | No<br>information<br>available   | No<br>information<br>available           | No<br>information<br>available  | City of<br>Calexico |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
 Indicate year: City's General Plan dated February, 1999
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
 Indicate year:
- ☐ Other housing market study  
 Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s . **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List        |   |  |                          |
|--|---|--|--------------------------|
| Waiting list type: (select one)                      |   |  |                          |
| <input type="checkbox"/>                             | Section 8 tenant-based assistance                                       |  |                          |
| <input checked="" type="checkbox"/>                  | Public Housing  |  |                          |
| <input type="checkbox"/>                             | Combined Section 8 and Public Housing                                   |  |                          |
| <input type="checkbox"/>                             | Public Housing Site-Based or sub-jurisdictional waiting list (optional) |  |                          |
| If used, identify which development/subjurisdiction: |   |  |                          |
|  | Extremely Low Income  | Elderly, Disabled                                | Racial/Ethnic Group      |
|  |   |  |                          |
| Affordability Issues                                 | 417 Public Housing Applicants   | 101 Elderly Applicants<br>62 Disabled Applicants | 416 Hispanic<br>1 White  |
| Supply of Housing                                    | 302 Units of Public Housing   | 13 Sec. 504 Units<br>22 1 BR Units               | No information available |

| Housing Needs of Families on the Waiting List  |  |  |                          |
|--|--|--|--------------------------|
| Quality of Housing   | 302 Units of Public Housing in Good Condition  | 101 Elderly & 62 Designated Disabled Units in Good Condition | No information available |
| Accessibility  | 13 Units Sec. 504 Accessible   | None   | No information Available |
| Size   | 1 BR – 22 Units<br>2 BR - 93 Units<br>3 BR - 129 Units<br>4 BR - 47 Units<br>5 BR - 11 Units | 1 Br – 22 Units  | None                     |
|  |  |  |                          |
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|  |  |  |                          |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>If yes:<br>How long has it been closed (# of months)? 54<br>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes |  |  |                          |

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The Housing Authority intends, to the maximum extent practicable, to address the community housing needs described above. The Housing Authority's efforts over the next year will center on addressing the supply of housing resources.

Other strategies to be considered include responding to HUD Notices of Funding Availability for additional funds, applying for additional Section 8 Vouchers, developing partnerships with organizations such as real estate developers and tax credit investors, providing homeownership opportunities and developing partnerships with non-profits for transitional housing for the homeless

### **(1) Strategies**

#### **Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

#### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing

- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.  
☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing  
☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance  
☐ Employ admissions preferences aimed at families with economic hardships  
☒ Adopt rent policies to support and encourage work  
☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working  
☒ Adopt rent policies to support and encourage work  
☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly  
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available  
☒ Other:

Develop a Senior Project using Tax-Credit Financing



**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community

- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| STATEMENT OF FINANCIAL RESOURCES |   |         |
|----------------------------------|---|---------|
| 1                                | <b>Income/Receipts for Public Housing</b> |         |
| 2                                | Rental Income                             | 573,610 |
| 3                                | Investment Income                         | 3,410   |
| 4                                | Entrepreneurial Activities                | 0       |
| 5                                | Donations                                 | 0       |
| 6                                | Leveraged Funds                           | 0       |
| 7                                | Operating Fund Receipts                   | 570,286 |
| 8                                | Current Capital Fund Receipts             | 626,204 |
| 9                                | Prior Year Capital Fund Receipts          | 680,657 |
| 10                               | Current Drug Elimination Program Receipts | 61,310  |
| 11                               | Prior Year Drug Elimination Receipts      | 66,642  |
| 12                               | Other Grant Receipts                      | 0       |
| 13                               | Other : _____                             | 0       |
| 14                               | Other : _____                             | 0       |
| 15                               | Other : _____                             | 0       |

|    |  |           |
|----|--|-----------|
| 16 | Other :  | 0         |
| 17 | <b>Total Public Housing Income</b>                 | 2,582,119 |
| 18 |  |           |
| 19 | <b>Expenditures for Public Housing</b>             |           |
| 20 | Capital Fund Expenditures                          | 626,204   |
| 21 | New Development Expenditures                       | 0         |
| 22 | Anti-Crime and Security Expenditures               | 61,310    |
| 23 | Resident Services Expenditures                     | 60,000    |
| 24 | Program Administration Expenditures                | 1,081,396 |
| 25 | Contributions to Reserve Account                   | 2,500     |
| 26 | <b>Total Public Housing Expenditures</b>           | 1,831,410 |
| 27 |  |           |
| 28 | <b>Income/Receipts for Tenant-Based Assistance</b> |           |
| 29 | Annual HAP Contribution                            | 1,060,430 |
| 30 | Administrative Reserve Interest Income             | 0         |
| 31 | <b>Total Tenant-Based Income</b>                   | 1,060,430 |
| 32 |  |           |
| 33 | <b>Expenditures for Tenant-Based Assistance</b>    |           |
| 34 | HAP Payment to Owners                              | 946,740   |
| 35 | Program Administration Expenditures                | 113,690   |
| 36 | Contributions to Administrative Reserve            | 0         |
| 37 | <b>Total Tenant-Based Expenditures</b>             | 1,060,430 |
| 38 |  |           |
| 39 | <b>Public Housing Reserves</b>                     | 502,724   |
| 40 | <b>Tenant-Based Administrative Reserves</b>        | 26,430    |

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies

- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5))

**Occupancy**

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing  
Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☒ 5 Working families and those unable to work because of age or disability  
☒ 2 Veterans and veterans' families  
☐ Residents who live and/or work in the jurisdiction  
☒ 4 Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☒ 4 Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☐ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☐ At family request for revision  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:

☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing  
☐ Actions to improve the marketability of certain developments  
☐ Adoption or adjustment of ceiling rents for certain developments  
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing  
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)



- ☒ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation  
☐ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors below)  
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity  
☐ Other (describe below)

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing

- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

### **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Due to the community's less than 1% vacancy rate, it is difficult for applicants to find a unit within the allowed 60-day period.

### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) Graduates of transitional housing program for homeless.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,  
Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☒5 Working families and those unable to work because of age or disability
- ☒2 Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒4 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒4 Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒3 Other preference(s) Graduates of transitional housing program for homeless.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application  
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☐ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices  
☐ Other (list below)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or Local assistance
- The family would be evicted as a result of the imposition of the minimum rent requirement
- The income of the family has decreased because of changed circumstances, including:
  1. Loss of employment
  2. Death in the family, i.e., head of household or spouse, wage earner
  3. Other circumstances as determined by the Housing Authority or HUD

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member

☒ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing

- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 110% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)



e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

(select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

In order for a family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including:
  1. Loss of employment
  2. Death in the family, i.e. head of household or spouse, wage earner
  3. Other circumstances as determined by the Housing Authority or HUD

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

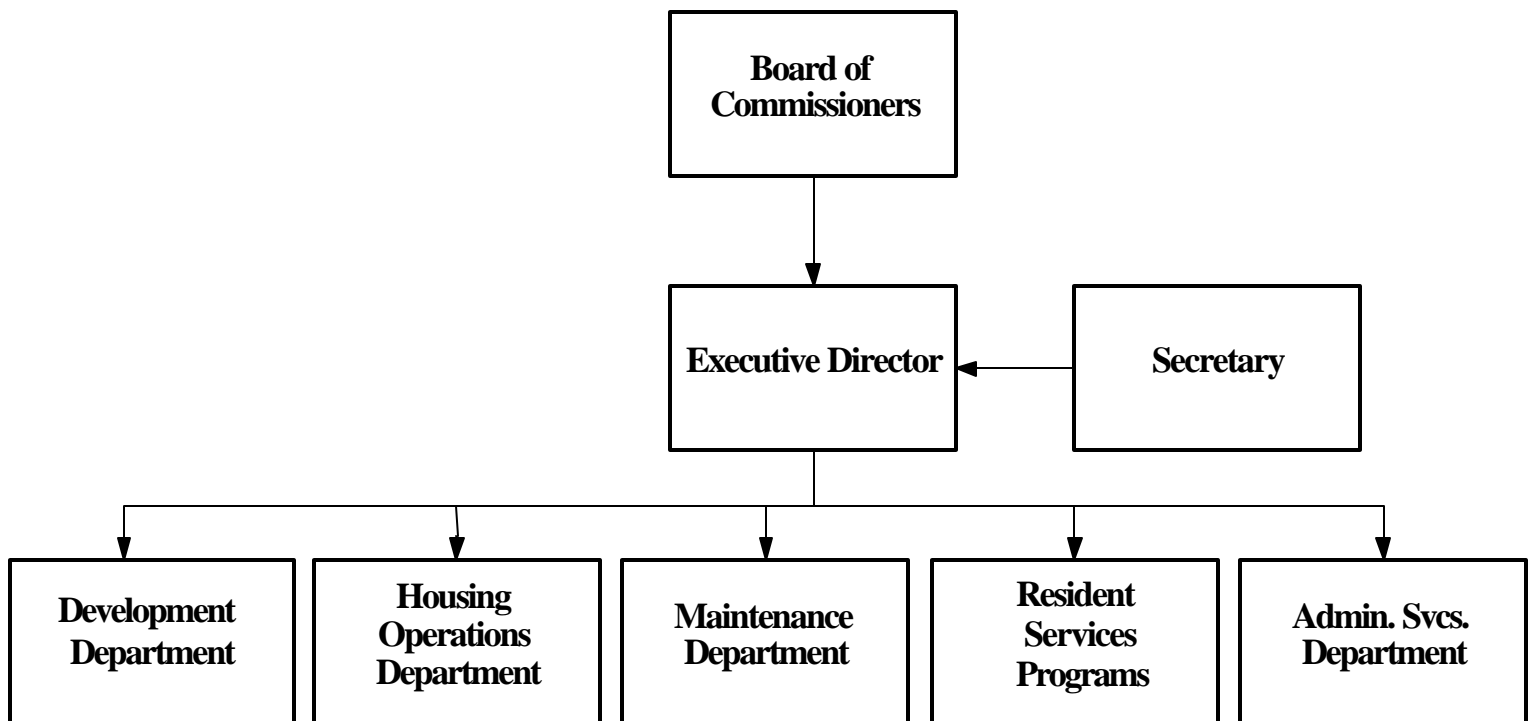
### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

The Housing Authority of the City of Calexico's Board of Commissioners is composed of seven members appointed by the City Council, two of which are Housing Authority residents, one of them must be an elderly. Under this leadership, is the Housing Authority's administration, with a total of 23 employees. An organizational chart is attached.



## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| PROGRAM                     | BRIEF DESCRIPTION   |
|-----------------------------|---|
| Public Housing              | Assist families of extremely low income in the Housing Authority's public housing units.  |
| Section 8 Existing Program  | Assist families of low income through the certificate/voucher programs in privately owned units throughout the City of Calexico.                                |
| Comprehensive Grant Program | Provide for the upkeep and continued maintenance of the Housing Authority's units and promote residents' services and activities that lead to self-sufficiency. |

| PROGRAM  | BRIEF DESCRIPTION  |
|--|--|
| Drug Elimination Program   | Provide prevention and intervention activities that promote drug awareness education and focus on the safety and security of the resident population through their participation in the Voluntary Tenant Patrol Program. |
| Economic Development & Supportive Services Program (Family Self-Sufficiency) | To provide economic development and self-sufficiency opportunities to the Housing Authority residents and surrounding community through ESL, GED, computer skills training and small business development education.     |

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

See Attachment D - Maintenance Policy (ca039c01)

- (2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

## **B. Section 8 Tenant-Based Assistance**

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-



The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**PHA Plan  
Table Library**

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**Capital Fund Grant Number CA16P039 FFY of Grant Approval: (10/01/1999)☐ Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non-CGP Funds                                       |                      |
| 2        | 1406 Operations   | 0                    |
| 3        | 1408 Management Improvements                              | 28,413               |
| 4        | 1410 Administration                                       | 48,000               |
| 5        | 1411 Audit  | 2,000                |
| 6        | 1415 Liquidated Damages                                   | 0                    |
| 7        | 1430 Fees and Costs                                       | 52,0000              |
| 8        | 1440 Site Acquisition                                     | 0                    |
| 9        | 1450 Site Improvement                                     | 0                    |
| 10       | 1460 Dwelling Structures                                  | 591,219              |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 0                    |
| 12       | 1470 Nondwelling Structures                               | 0                    |
| 13       | 1475 Nondwelling Equipment                                | 3,000                |
| 14       | 1485 Demolition   | 0                    |
| 15       | 1490 Replacement Reserve                                  | 0                    |
| 16       | 1492 Moving to Work Demonstration                         | 0                    |
| 17       | 1495.1 Relocation Costs                                   | 0                    |
| 18       | 1498 Mod Used for Development                             | 0                    |
| 19       | 1502 Contingency  | 0                    |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>724,632</b>       |
| 21       | Amount of line 20 Related to LBP Activities               | 0                    |
| 22       | Amount of line 20 Related to Section 504 Compliance       | 0                    |
| 23       | Amount of line 20 Related to Security                     | 0                    |
| 24       | Amount of line 20 Related to Energy Conservation Measures | 0                    |

**Annual Statement****Capital Fund Program (CFP) Part II: Supporting Table**

| Development<br>Number/Name<br>HA-Wide Activities | General Description of Major Work<br>Categories                | Development<br>Account<br>Number | Total<br>Estimated<br>Cost |
|--|--|----------------------------------|----------------------------|
| CA16002  | UPGRADE BATHROOMS<br>REPAIR/PAINT INTERIOR WALLS               | 1460<br>1460                     | 297,961<br>75,000          |
| CA16003  | INSTALLATION OF LAUNDRY<br>TUBS<br>REPAIR/PAINT EXTERIOR WALLS | 1460<br>1460                     | 25,000<br>123,258          |
| CA16007  | REPAIR/PAINT EXTERIOR<br>SURFACE                               | 1460                             | 70,000                     |
|  | TOTAL  |                                  | 591,219                    |



**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

| Development<br>Number/Name<br>HA-Wide Activities | General Description of Major Work<br>Categories | Development<br>Account<br>Number | Total<br>Estimated<br>Cost |
|--|---|----------------------------------|----------------------------|
| ADMINISTRATION                                   | SALARIES OF                                     |                                  |                            |
|  | CFP COORDINATOR                                 | 1410                             | 27,000                     |
|  | EXECUTIVE DIRECTOR                              | 1410                             | 5,000                      |
|  | FINANCIAL SERVICES                              | 1410                             | 5,000                      |
|  | BENEFITS  | 1410                             | 11,000                     |
| FEES   | A & E FEES                                      | 1430                             | 30,000                     |
|  | INSPECTION COST                                 | 1430                             | 20,000                     |
|  | AUDIT SERVICES                                  | 1411                             | 2,000                      |
| NON DWELLING<br>EQUIPMENT                        | CELLULAR PHONE                                  | 1475                             | 1,000                      |
|  | COMPUTER UPGRADE                                | 1475                             | 2,000                      |
| MANAGEMENT<br>IMPROVEMENTS                       | FAMILY SELF-SUFFICIENCY                         | 1408                             | 15,000                     |
|  | DRUG ELIMINATION PROGRAM                        | 1408                             | 10,000                     |
|  |   |                                  |                            |
|  | CFP TRAINING                                    | 1408                             | 2,413                      |
|  |   |                                  |                            |
|  | MAINTENANCE TRAINING                            | 1408                             | 1,000                      |

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**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
| CA16002  | MARCH 31, 2003                               | SEPTEMBER 30, 2004                          |
| CA16003  | MARCH 31, 2003                               | SEPTEMBER 30, 2004                          |
| CA16007  | MARCH 31, 2003                               | SEPTEMBER 30, 2004                          |
| MANAGEMENT<br>ADMINISTRATIO<br>N                 | MARCH 31, 2003<br>MARCH 31, 2003             | SEPTEMBER 30, 2004<br>SEPTEMBER 30, 2004    |

|  |  |  |
|--|--|--|
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|--|--|--|

## (2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template by completing and attaching a properly updated HUD-52834.

**OR**

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below:

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables                                     |   |                     |                                     |
|--|---|---------------------|-------------------------------------|
| Development Number   | Development Name (or indicate PHA wide)       | Number Vacant Units | % Vacancies in Development          |
| PHA- WIDE  | ADMINISTRATION/<br>MANAGEMENT<br>IMPROVEMENTS |                     |                                     |
| Description of Needed Physical Improvements or Management Improvements |   | Estimated Cost      | Planned Start Date (HA Fiscal Year) |

|   |                |      |
|---|----------------|------|
| UPGRADE COMPUTER SOFTWARE                     | 12,000         | 2002 |
| INSPECTION COSTS                              | 100,000        | 2002 |
| CELLULAR PHONE                                | 4,000          | 2002 |
| CFP COORDINATOR SALARY                        | 108,000        | 2002 |
| COMPUTER UPGRADE                              | 12,000         | 2002 |
| EMPLOYEE BENEFITS                             | 40,000         | 2002 |
| EXECUTIVE DIRECTOR                            | 20,000         | 2002 |
| FINANCIAL SERVICE                             | 40,000         | 2002 |
| AUDIT SERVICES                                | 8,000          | 2002 |
| A & E FEES                                    | 160,000        | 2002 |
| FAMILY SELF-SUFFICIENCY PROGRAM               | 60,000         | 2002 |
| DRUG ELIMINATION PROGRAM                      | 40,000         | 2002 |
| CFP TRAINING                                  | 10,000         | 2002 |
| MAINTENANCE TRAINING                          | 4,000          | 2002 |
| <b>Total estimated cost over next 5 years</b> | <b>618,000</b> |      |

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables  |  |                        |                               |  |
|---|--|------------------------|-------------------------------|--|
| Development Number  | Development Name<br>(or indicate PHA wide) | Number Vacant<br>Units | % Vacancies<br>in Development |  |
| CA16 PO39 001   | ROCKWOOD/HEBER HOMES                       | 0                      | 0                             |  |
| Description of Needed Physical Improvements or Management Improvements  |  |                        | Estimated Cost                | Planned Start Date<br>(HA Fiscal Year) |
| REPAIR EXTERIOR WALLS<br>UPGRADE WASHER DRAIN<br>UPGRADE SMOKE DETECTORS<br>UPGRADE A.C. DUCT SYSTEM<br>REPLACE WATER HEATERS |  |                        | 90,000                        | 2003                                   |
|   |  |                        | 20,000                        | 2003                                   |
|   |  |                        | 10,000                        | 2003                                   |
|   |  |                        | 100,000                       | 2004                                   |
|   |  |                        | 40,000                        | 2004                                   |
| Total estimated cost over next 5 years  |  |                        | 260,000                       |  |

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables                                     |  |                     |  |
|--|--|---------------------|--|
| Development Number   | Development Name<br>(or indicate PHA wide) | Number Vacant Units | % Vacancies in Development             |
| CA16P039002  | H.W. GOING HOMES                           | 0                   | 0                                      |
| Description of Needed Physical Improvements or Management Improvements |  | Estimated Cost      | Planned Start Date<br>(HA Fiscal Year) |
| REPLACE WATER HEATERS  |  | 30,000              | 2003                                   |
| UPGRADE A.C. DUCT SYSTEM   |  | 60,000              | 2003                                   |

|  |        |  |
|--|--------|--|
| Total estimated cost over next 5 years | 90,000 |  |
|--|--------|--|

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables                                     |  |                     |                            |  |
|--|--|---------------------|----------------------------|--|
| Development Number   | Development Name<br>(or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |  |
| CA16P039003  | JOE HIGUERA HOMES                          | 0                   | 0                          |  |
| Description of Needed Physical Improvements or Management Improvements |  |                     | Estimated Cost             | Planned Start Date<br>(HA Fiscal Year) |

|   |         |      |
|---|---------|------|
| WATER HEATER ENCLOSURES/WATER HEATER          | 90,000  | 2003 |
| INSTALL SMOKE DETECTORS                       | 33,000  | 2003 |
| UPGRADE EXTERIOR AREA                         | 112,132 | 2003 |
| <b>Total estimated cost over next 5 years</b> | 235,132 |      |

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables |   |                     |                            |
|------------------------------------|---|---------------------|----------------------------|
| Development Number                 | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| CA16P039005                        | CASAS DEL SOL                           | 0                   | 0                          |

| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
|--|----------------|-------------------------------------|
| INSTALL CHAIN LINK FENCE   | 90,000         | 2003                                |
| <b>Total estimated cost over next 5 years</b>                          | 90,000         |                                     |



## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables                                     |  |                     |  |
|--|--|---------------------|--|
| Development Number   | Development Name<br>(or indicate PHA wide) | Number Vacant Units | % Vacancies in Development             |
| CA16P039007  | WILLIE MORENO HOMES                        | 0                   | 0                                      |
| Description of Needed Physical Improvements or Management Improvements |  | Estimated Cost      | Planned Start Date<br>(HA Fiscal Year) |
| REPAIR INTERIOR WALLS  |  | 120,000             | 2002                                   |
| UPGRADE A.C. DUCT SYSTEM   |  | 100,000             | 2002                                   |
| REPLACE WATER HEATERS  |  | 30,000              | 2003                                   |
| UPGRADE SEWER/WATER SYSTEM   |  | 500,000             | 2005                                   |
| UPGRADE EXTERIOR AREAS   |  | 65,132              | 2005                                   |
| Total estimated cost over next 5 years                                 |  | 815,132             |  |

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables                                     |  |                     |  |
|--|--|---------------------|--|
| Development Number   | Development Name<br>(or indicate PHA wide) | Number Vacant Units | % Vacancies in Development             |
| CA16P039009  | ESCALANTE PLAZA                            | 0                   | 0                                      |
| Description of Needed Physical Improvements or Management Improvements |  | Estimated Cost      | Planned Start Date<br>(HA Fiscal Year) |
| STORAGE AREA 3 & 4 BEDROOM UNITS                                       |  | 165,000             | 2002                                   |
| PERIMETRAL CONCRETE SIDEWALK   |  | 10,000              | 2002                                   |
| UPGRADE WATER SHUT VALVES  |  | 3,000               | 2002                                   |
| REPLACEMENT OF A.C. UNITS  |  | 167,132             | 2002                                   |
| RE-ROOFING AND FLASHIG   |  | 240,000             | 2004                                   |
| REPLACEMENT OF WINDOW A.C. UNITS                                       |  | 140,000             | 2004                                   |
| EXTERIOR IMPROVEMENTS  |  | 45,132              | 2004                                   |
| <b>Total estimated cost over next 5 years</b>                          |  | 770,264             |  |

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| Demolition/Disposition Activity Description   |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity:   |

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| <b>Designation of Public Housing Activity Description</b>  |
|--|
| 1a. Development name:  |
| 1b. Development (project) number:  |
| 2. Designation type:<br>Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)  |

5. If approved, will this designation constitute a (select one)

- ☐ New Designation Plan  
☐ Revision of a previously-approved Designation Plan?

6. Number of units affected:

7. Coverage of action (select one)

- ☐ Part of the development  
☐ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

#### **Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- ☐ Assessment underway  
☐ Assessment results submitted to HUD  
☐ Assessment results approved by HUD (if marked, proceed to next question)  
☐ Other (explain below)

3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| Public Housing Homeownership Activity Description<br>(Complete one for each development affected)   |
|---|
| 1a. Development name: Casas del Sol<br>1b. Development (project) number: CA16P039005  |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPE I<br><input checked="" type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)           |
| 3. Application status: (select one)<br><input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(06/19/2000)  |
| 5. Number of units affected: 50<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)



2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.  
Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☐ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals  
☐ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare-to-Work voucher program

- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

## B. Services and programs offered to residents and participants

### (1) General

#### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

#### b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

| Services and Programs  |                   |  |  |  |
|--|-------------------|--|--|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated<br>Size | Allocation<br>Method<br>(waiting<br>list/random<br>selection/specific<br>criteria/other) | Access<br>(development office /<br>PHA main office / other<br>provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
|  |                   |  |  |  |
|  |                   |  |  |  |
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## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| <b>Program</b>                                     | <b>Required Number of Participants<br/>(start of FY 2000 Estimate)</b> | <b>Actual Number of Participants<br/>(As of: DD/MM/YY)</b> |
| Public Housing                                     |  |  |
| Section 8  |  |  |

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:  
(select all that apply)
- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☐ Informing residents of new policy on admission and reexamination
  - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

### C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

### D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment E – Statement of Pet Policies (ca039d01)

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - ☐ Attached at Attachment (File name)
  - ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments

List changes below:

☐ Other: (list below)

## **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☒ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☒ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☒ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

☐ Representatives of all PHA resident and assisted family organizations

☒ Other (list)

One vote for each unit by an adult member of the household

## **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. General Plan jurisdiction: (City of Calexico)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the General Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.



## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

## **Chapter 4**

### **TENANT SELECTION AND ASSIGNMENT PLAN**

(Includes Preferences and Management of the Waiting List)

[24 CFR 960.204]

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#### **INTRODUCTION**

It is the Housing Authority of the City of Calexico's policy that each applicant shall be assigned an appropriate place on a Citywide waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require and factors of preference or priority. In filling an actual or expected vacancy, the Housing Authority will offer the dwelling unit to an applicant in the appropriate sequence. The Housing Authority will continue to offer the unit until it is accepted. This Chapter describes the Housing Authority's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

#### **Housing Authority's Objectives**

Housing Authority's policies will be followed consistently and will affirmatively further HUD's fair housing goals.

It is the Housing Authority's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

By maintaining an accurate waiting list, the Housing Authority will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the Housing Authority's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

#### **A. MANAGEMENT OF THE WAITING LIST**

The Housing Authority will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

- The application will be a permanent file.
- All applicants in the pool will be maintained in the order of date and time of the application receipt.
- Applications will be placed on the waiting list in accordance with the preference(s) that they qualify for.
- Applications equal in preference will be maintained by date and time sequence.
- All applicants must meet applicable income eligibility requirements as established by HUD.

### **Opening and Closing the Waiting Lists**

The Housing Authority, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The Housing Authority may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference, and the ability of the HA to house an applicant in an appropriate unit within a reasonable period of time.

When the Housing Authority opens the waiting list, the Housing Authority will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

- Imperial Valley Press
- Calexico Chronicle

### **The notice will contain:**

- The dates, times, and the locations where families may apply
- The programs for which applications will be taken
- Limitations, if any, on who may apply

The notices will provide potential applicants with information that includes the Housing Authority address and telephone number, how to submit an application, information on eligibility requirements.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with

disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

### **When Application Taking is Suspended**

The Housing Authority may suspend the acceptance of applications if there are enough Local Preference holders to fill anticipated openings for the next 12 months or as per discretion of the Executive Director.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the Housing Authority will not maintain a list of individuals who wish to be notified when the waiting list is open.

The Housing Authority will not announce suspension of application-taking.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 12 months. When the period for accepting applications is over, the Housing Authority will add the new applicants to the list by:

- Unit size, local preferences priority and date and time of application receipt.

The Housing Authority will update the waiting list every two years by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the Housing Authority will advise families of their responsibility to notify the Housing Authority when mailing address or telephone numbers change.

### **Reopening the List**

If the waiting list is closed and the Housing Authority decides to open the waiting list, the Housing Authority will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 12 months, if there are not enough applicants who claim a local preference, the Housing Authority may elect to accept applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

### **Limits on Who May Apply**

**When the waiting list is open, the following people can apply:**

- Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

- Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the Housing Authority may only accept applications from:
- Applicants needing a certain bedroom size unit

When the application is submitted to the Housing Authority, it establishes the family's date and time of application for placement order on the waiting list.

### **Multiple Families in Same Household**

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit

## **B. WAITING LIST PREFERENCES**

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the Housing Authority's Selection Criteria as defined in this policy.

The Housing Authority's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the Housing Authority will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the Housing Authority to verify their preference and, if verified, a full application will be completed for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the Housing Authority.

Among applicants with equal preference status, the waiting list will be organized by date and time of the applications.

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past ten years because of drug-related criminal activity.

The Housing Authority will grant an exception to such a family if the evicted person was not involved in the drug related activity that occasioned the eviction.

If an applicant makes a false statement in order to qualify for a Local preference, the Housing Authority will deny admission to the program for the family.

## **Local Preferences**

Local preferences will be used to select among applicants on the waiting list.

### **The Housing Authority uses the following Local Preferences:**

**Working preference** (24 CFR 5.415): for families with at least one adult who is employed and has been employed for 12 months. This preference is extended equally to an applicant whose head or spouse are age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work

**Graduates or participants in educational and training programs preference:** This includes families who are graduates of or participants in educational and training programs designed to prepare the individual for the job market.

**Graduates of Transitional Housing Programs preference:** Families participating in the city's homeless transitional housing program.

**Veteran preference:** Veterans or surviving spouses of veterans, as defined by the State of California.

## **Treatment of Single Applicants**

Single applicants will be treated as any other eligible family on the Housing Authority waiting list.

## **C. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS**

Before applying its preference system, the Housing Authority will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, the Housing Authority may offer the family a housing voucher.

## **D. INCOME TARGETING**

The Housing Authority will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the Housing Authority's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."

The Housing Authority shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that the HA has provided more than 75 percent of newly available vouchers and certificates to "extremely low income families." This fungibility provision discretion by the Housing Authority is also reflected in the Housing Authority Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

- The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or
- The number of public housing units that:
  1. Are in public housing projects located in census tracts having a poverty rate of 30% or more
  2. Are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

**The Fungibility Floor:** Regardless of the above two amounts, in a fiscal year, at least 30% of the Housing Authority's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the Housing Authority's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the Housing Authority is anticipated to fall short of its 40% goal for new admissions to public housing.

### **Very Low-Income Family Admissions**

Once the Housing Authority has met the 40% targeted income requirement for new admissions of extremely low-income families, the Housing Authority may fill the remainder of its new admission units with families whose incomes do not exceed 50% of the HUD approved area median income.

### **Combining Low and Very Low-Income Family Admissions**

Once the Housing Authority has met the 40% targeted income requirement for new admissions of extremely low-income families, the Housing Authority may fill the remaining 60% of its new admission units, with both low and very low-income families, by combining the 10%, 20%, 30% and 40% of very low-income families and the 10%, 20%, 30% and 40% of the low income families.

### **E. UNITS DESIGNATED FOR THE DISABLED**

In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are classified as Section 504 Accessible Units.

The Housing Authority has units designed for persons with mobility, sight and hearing impairments, referred to as accessibility units. These units were rehabilitated specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

### **F. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with the Housing Authority's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the Housing Authority's general occupancy units.

The Housing Authority will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

### **G. DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The Housing Authority admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The HA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Housing Authority in its deconcentration goals.



### **Deconcentration and Income-Mixing Goals**

Admission policies related to the deconcentration efforts of the Housing Authority do not impose specific quotas. Therefore, the Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

## **Project Designation Methodology**

The Housing Authority will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located. Upon analyzing its findings the Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low and extremely low-income families.

Skiping of families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated project the Housing Authority may determine whether the selection of the family will contribute to the Housing Authority's deconcentration goals.

## **H. VERIFICATION OF PREFERENCE QUALIFICATION [24 CFR 5.415]**

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

### **Change in Circumstances**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

## **I. PREFERENCE DENIAL [24 CFR 5.415]**

If the HA denies a preference, the HA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. The applicant will have 10 working days to submit the written request for a meeting. If the preference denial is upheld as a result of

the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

## **J. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST**

The Housing Authority will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the applicant must request to be placed on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the applicant must request to be placed on both lists

## **K. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 960.204(a)]**

The waiting list may be purged every 3 years by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within 10 calendar days, s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the prescribed period due to their disability or hospitalization. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability.

The Housing Authority allows a grace period of 5 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

The Housing Authority will give written notification to all applicants who fail to respond at the required times. If they fail to respond to this notification, they will be removed from the waiting list.

Applicants are notified that they are responsible for notifying the Housing Authority within 10 calendar days if they have a change of address.

## **L. OFFER OF ACCESSIBLE UNITS**

The Housing Authority has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the Housing Authority will offer such units:

- First, to a current occupant of another unit of the same development or other public housing developments under the Housing Authority's control who has a disability that requires the special features of the vacant unit.
- Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the Housing Authority will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing" chapter.

## **M. PLAN FOR UNIT OFFERS**

The Housing Authority plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is that the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size. If the unit offered is not accepted with a *good cause*, the Housing Authority staff will proceed to move the family to the bottom of the waiting.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

The Housing Authority will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

## **N. CHANGES PRIOR TO UNIT OFFER**

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals).

## **O. APPLICANT STATUS AFTER FINAL UNIT OFFER**

When an applicant rejects the final unit offered by the Housing Authority, the applicant will be removed from the waiting list.

## **P. TIME-LIMIT FOR ACCEPTANCE OF UNIT**

Applicants must accept a unit offered within 1 working day of the date the offer is made. If unable to contact an applicant by telephone, the Housing Authority will send a letter.

### **Applicants Unable to Take Occupancy**

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be placed at the bottom of the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

- An elderly or disabled family makes the decision not to occupy or accept occupancy in disabled designated housing. [24 CFR 945.303(d)]
- Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program
- The unit is inappropriate for the applicant's disabilities.

### **Applicants With a Change in Family Size or Status**

The family will take the appropriate place on the waiting list according to the date they first applied.

## **Q. REFUSAL OF OFFER**

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

If the unit offered is refused for other reasons, the Housing Authority will follow the applicable policy as listed in the "Plan for Unit Offers" section and the "Applicant Status After Final Offer" section.

## OPERATION AND MANAGEMENT

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The Housing Authority of the City of Calexico has the following Policies that govern its operations:

- Personnel Policy
- Statement of Fiscal Policy
- Travel Policy
- Public Housing Admissions and Continued Occupancy Policy
- Section 8 Administrative Plan
- Procurement Policy
- Parking Enforcement Policy

The Housing Authority of the City of Calexico operates the following programs:

| PROGRAM  | BRIEF DESCRIPTION  |
|--|--|
| Public Housing   | Assist families of extremely low income in the Housing Authority's public housing units.   |
| Section 8 Existing Program   | Assist families of low income through the certificate/voucher programs in privately owned units throughout the City of Calexico.   |
| Comprehensive Grant Program  | Provide for the upkeep and continued maintenance of the Housing Authority's units and promote residents' services and activities that lead to self-sufficiency.  |
| Drug Elimination Program   | Provide prevention and intervention activities that promote drug awareness education and focus on the safety and security of the resident population through their participation in the Voluntary Tenant Patrol Program. |
| Economic Development & Supportive Services Program (Family Self-Sufficiency) | To provide economic development and self-sufficiency opportunities to the Housing Authority residents and surrounding community through ESL, GED, computer skills training and small business development education.     |

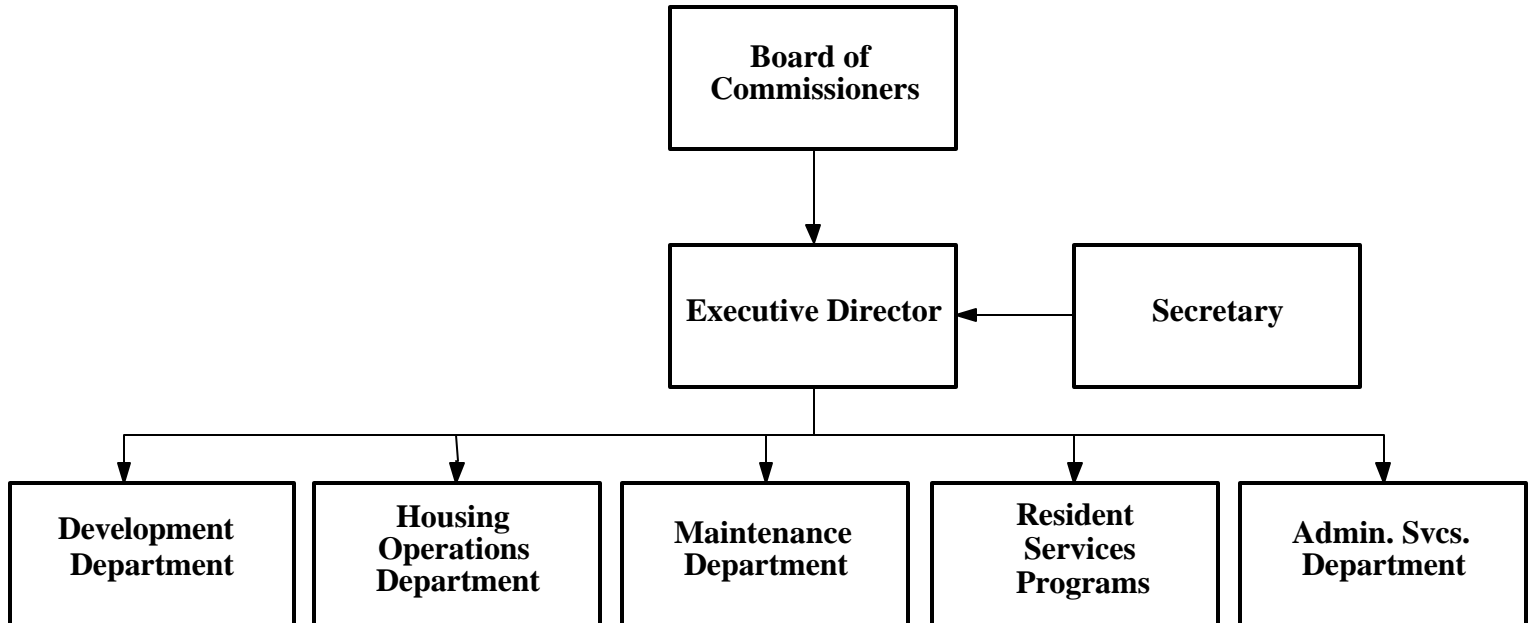
The Housing Authority of the City of Calexico has 302 public housing units in the following locations:

| DEVELOPMENT NAME    | NUMBER OF UNITS | AVERAGE ANNUAL TURNOVER |
|---------------------|-----------------|-------------------------|
| Rockwood Homes      | 30              | 3                       |
| Heber Homes         | 15              | 1                       |
| H.W. Going Homes    | 29              | 2                       |
| Higuera Homes       | 50              | 6                       |
| Casas del Sol       | 50              | 3                       |
| Willie Moreno Homes | 30              | 2                       |
| Escalante Plaza     | 98              | 10                      |

The Housing Authority of the City of Calexico operates a tenant-based program. It operates both the Section 8 Certificate and Section 8 Voucher Programs. In total we are able to assist two hundred and fifty (250) families and on the average, 10 certificates/vouchers are surrendered each year and new families are assisted under these programs.

The Housing Authority of the City of Calexico's Board of Commissioners is composed of seven members appointed by the City Council, two of which are Housing Authority residents, one of them must be an elderly. Under this leadership, is the Housing Authority's administration. An organizational chart is attached.

**HOUSING AUTHORITY OF THE CITY OF CALEXICO  
ORGANIZATION CHART**







# **MAINTENANCE POLICY**

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The Maintenance Division of the Housing Authority of the City of Calexico is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Authority properties and providing the best service to Authority residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system

## **1.0 COMPONENTS OF A MAINTENANCE SYSTEM**

The Housing Authority of the City of Calexico maintenance system shall include certain components:

- A. A system of priorities for work requests;
- B. Comprehensive working procedures;
- C. Performance goals;
- D. A work order system;
- E. A skills training program; and
- F. A long-range planning system.

By developing a maintenance system that has these components in place, the authority will have the tools it needs to control the performance of maintenance work at the Housing Authority of the City of Calexico.

## **1.1 PRIORITY SYSTEM**

The work priorities adopted by the Housing Authority of the City of Calexico exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Housing Authority of the City of Calexico are the following:

- A. Emergencies
- B. Scheduled Operations and Services

- C. Vacancy Preparation
- D. Resident On-Demand Requests

Placing planned maintenance and vacancy preparation work ahead of resident work requests does not indicate that resident requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

## ***1.2 DEVELOP PROCEDURES***

The Director of Maintenance will ensure that there are sufficient clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

- A. A statement of purpose;
- B. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure;
- C. Any forms needed to carry out the activities; and
- D. The frequency of any specified activities.

After their adoption, maintenance procedures will be reviewed and updated at least annually.

## ***1.3 DEVELOP PERFORMANCE STANDARDS AND GOALS***

The Director of Maintenance will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards the Housing Authority will take into consideration certain factors:

- A. Local housing codes;
- B. HUD Housing Quality Standards;
- C. Public Housing Assessment System (PHAS) standards;
- D. Housing Authority of the City of Calexico Collective bargaining agreements; and
- E. Housing Authority of the City of Calexico job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents.

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

#### ***1.4 WORK ORDER SYSTEM***

The Housing Authority of the City of Calexico shall have a comprehensive work order system that includes all work request information: source of work, description of work, priority, cost to complete, days to complete, and hours to perform. This information is required for the Authority to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

- A. Preprinted number
- B. Source of request (planned, inspection, resident, etc.)
- C. Priority assigned
- D. Location of work
- E. Date and time received
- F. Date and time assigned
- G. Worker(s) assigned
- H. Description of work requested (with task number)
- I. Description of work performed (with task number)
- J. Estimated and actual time to complete
- K. Materials used to complete work
- L. Resident charge

M. Resident signature

## ***1.5 TRAINING***

In order to allow its staff members to perform to the best of their abilities, the Housing Authority of the City of Calexico recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures.

The Director of Maintenance is responsible for developing a training curriculum for the departmental staff and working with personnel department staff to identify the means of delivering the training.

## ***1.6 LONG-RANGE PLANNING***

The Housing Authority of the City of Calexico will put in place a long-range maintenance planning capability in order to ensure the most cost-effective use of Authority resources and the maximum useful life of Authority properties.

The Director of Maintenance will develop a property-specific long-range planning process that includes the following components:

- A. A property maintenance standard;
- B. An estimate of the work required to bring the property to the maintenance standard;
- C. An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit turn-around, inspection requirements and resident on-demand work;
- D. An estimate of the on-going cost of operating the property at the maintenance standard;
- E. A market analysis of the property to determine if there are any capital improvements needed to make the property more competitive;
- F. A cost estimate to provide the specified capital improvements; and
- G. A revised work plan and cost estimate of maintaining property at the improved standard.

By developing a work plan, the Authority will be able to anticipate its staff, equipment and materials needs. It will also be possible to determine need for contracting particular services.

## **2.0 MAINTAINING THE PROPERTY**

All maintenance work performed at Housing Authority properties can be categorized by the source of the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a resident request.

### **2.1 *RESPONDING TO EMERGENCIES***

Emergencies are the highest priority source of work. The Housing Authority of the City of Calexico will consider a work item to be an emergency if the following occur:

- A. The situation constitutes a serious threat to the life, safety or health of residents or staff;  
or
- B. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her supervisor. If a supervisor is not available, the employee will use his or her best judgment to make the decision.

For emergencies that occur after regular working hours, the Housing Authority of the City of Calexico shall have a twenty-four (24) emergency response system in place. This response system includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to Authority materials and supplies. The designated employee shall prepare a work order and report on any emergency within twenty-four hours after abatement of the emergency.

### **2.2 *PREPARE VACANT UNITS FOR REOCCUPANCY***

It is the policy of the Housing Authority of the City of Calexico to reoccupy vacant units as soon as possible. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The Director of Maintenance is responsible for developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. In order to do so, he or she must have a system that can perform the following tasks:

- A. Forecast unit preparation needs based on prior years' experience;

- B. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
- C. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

The Director of Maintenance has the ability to create special teams for vacancy turnaround or to hire contractors when that is required to maintain Authority goals.

### **2.3 PREVENTIVE MAINTENANCE PROGRAM**

Preventive maintenance is part of the planned or scheduled maintenance program of the Housing Authority of the City of Calexico. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing.

#### **A. General Operating Systems**

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the Housing Authority of the City of Calexico.

The systems covered by the preventive maintenance program include but are not limited to:

1. Catch basins
2. Compactors
3. Condensate pumps
4. Electric transformer and emergency generators
5. Emergency lighting

6. Exhaust fans
7. Exterior lights
8. Fire extinguishers and other life safety systems
9. Heating plants
10. Mechanical equipment and vehicles
11. Sanitary drains
12. Air Conditioning equipment

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. As assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

**B. Roof Repairs/ Replacement**

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

The Director of Maintenance is responsible for the development of a roof maintenance plan that includes these features:

1. The type, area, and age of roof
2. Warranties and/or guarantees in effect
3. Company that installed the roof
4. Expected useful life of roof



5. History of maintenance and repair
6. Inspection schedule

The authority maintenance staff will usually undertake only minor roof repairs. Therefore there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty.

#### C. Vehicle/Equipment Maintenance

The Housing Authority of the City of Calexico will protect the investment it has made in vehicles and other motorized equipment by putting in place a comprehensive maintenance program. The vehicles and equipment to be covered include:

1. Cars, trucks and vans
2. Tractors
3. Bobcats
4. Leaf blowers
5. Weed cutters
6. Lawn Mowers
7. Chain saws

The Director of Maintenance is responsible for the development of this plan which shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

The Director of Maintenance shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification.

#### D. Lead-Based Paint

The Housing Authority of the City of Calexico is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If

any hazards are discovered, the Authority will develop a plan to abate the hazard. The Director of Maintenance shall have the authority and responsibility to direct all activities associated with lead hazard control. The control plan will include such activities as:

1. Detecting the possible presence of lead paint;
2. Protection of residents and workers from lead-based paint hazards;
3. Surface protection of non-painted surfaces;
4. Equipment use and care;
5. Paint quality; and
6. Method of application.

Other responsibilities include directing training sessions, issuing special work orders, informing residents, responding to cases of children with elevated blood lead levels, correcting lead-based paint hazards on an emergency repair basis, and any other efforts that may be appropriate.

The Housing Authority of the City of Calexico's plan to control such hazards is detailed in a risk assessment report and lead hazard control plan.

#### E. Life Safety Systems

The Housing Authority of the City of Calexico shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Director of Maintenance shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan includes the following:

1. Fire alarms and fire alarm systems
2. Fire extinguishers
3. Emergency generators
4. Emergency lighting
5. Smoke detectors

## 6. Sprinkler systems

The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor.

## 2.4 ***INSPECTION PROGRAM***

The Housing Authority of the City of Calexico's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's facilities -- the dwelling units, the grounds and building exteriors, and major service systems.

### A. Dwelling Unit Inspections

The unit inspection system of the Housing Authority of the City of Calexico has two primary goals:

1. To assure that all dwelling units comply with standards set by HUD and local codes; and
2. To assure that the staff of the Housing Authority of the City of Calexico knows at all times the condition of each unit for which it is responsible.

The achievement of these goals may require more than the annual HUD required inspection. The Director of Maintenance is responsible for developing a unit inspection program that schedules inspections at the frequency required.

For all non-emergency inspections, the Resident shall be given at least five (5) days written notice of the inspection.

The maintenance staff shall perform the unit inspection program of the Housing Authority of the City of Calexico. During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Housing Authority of the City of Calexico inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 30 days of the inspection.

All maintenance staff is responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as

completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the apartment. These work items shall also be converted to a service request within twenty-four hours of discovery.

B. Building and Grounds Inspections

Regular inspections of the property grounds and building exteriors are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. The inspection procedure will specify the desired condition of the areas to be inspected. This defined condition will include any HUD or locally required standards. The existence of these standards shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.

Building and grounds inspections must cover these areas:

1. Hallways
2. Stairwells
3. Community room and other common space such as kitchens or public restrooms
4. Laundry facilities
5. Lobbies
6. Common entries
7. Basements
8. Grounds
9. Porches or patios
10. Parking lots
11. Sidewalks and fences
12. Lawns, shrubs and trees

13. Trash compactors or collection areas

14. Building foundations

An inspection form will be developed for common areas and building exteriors and grounds. The staff member responsible for the inspection shall note all deficiencies on the form and ensure that these deficiencies are recorded on work order within twenty-four hours of the inspection. The Housing Authority of the City of Calexico will complete all inspection-generated work items within thirty (30) days of the inspection.

Nothing in this policy shall prevent any Housing Authority of the City of Calexico staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reported to the site manager of the appropriate property.

C. Systems Inspections

The regular inspection of all major systems is fundamental to a sound maintenance program. The major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule. Any work items identified during an inspection shall be converted to a work order within twenty-four hours and completed within thirty (30) days.

## **2.5 SCHEDULED ROUTINE MAINTENANCE**

The Housing Authority of the City of Calexico includes in this work category all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property.

A. Pest Control/Extermination

The Housing Authority of the City of Calexico will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Director of Maintenance will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Director of Maintenance shall make sure that an adequate schedule for

treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

#### B. Landscaping and Grounds

The Housing Authority of the City of Calexico will prepare a routine maintenance schedule for the maintenance of the landscaping and grounds of its properties that will ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control
2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower and shrubbery beds and trees
5. Maintenance of playgrounds, benches and fences

The Director of Maintenance shall be responsible for the development of a routine maintenance schedule that shall include the following:

1. A clearly articulated standard of appearance for the grounds that acknowledges but is not limited to HUD and local code standards;
2. A list of tasks that are required to maintain that standard and the frequency with which the tasks must be performed;
3. The equipment, materials, and supplies required to perform the tasks and a schedule for their procurement; and

C. Building Exteriors and Interior Common Areas

The appearance of the outside of Authority buildings as well as their interior common areas is important to their marketability. Therefore, the Housing Authority of the City of Calexico has established a routine maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Lighting fixtures
4. Common rooms and community spaces
5. Exterior porches and railings
6. Building walls
7. Windows

The Director of Maintenance is responsible for the development of a routine maintenance schedule for building exterior and interior common areas. The schedule shall be based on the following:

1. A clearly articulated standard of appearance for the building
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed
4. A list of materials, equipment and supplies required to perform the tasks.

D. Interior Painting

The appearance and condition of the paint within each unit is important to unit condition and resident satisfaction. Accordingly, the Housing Authority of the City of Calexico will develop a plan to ensure that interior paint in resident dwelling units is satisfactorily maintained.

As part of this plan painting standards will be developed that include:

1. Surface preparation
2. Protection of non-painted surfaces
3. Color and finish
4. Paint quality
5. Methods of application approved
6. Lead paint testing and abatement if required

The plan will set out the conditions for the consideration of a painting request. These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of the work will be included including the conditions under which a resident will be allowed to paint his or her own unit.

## **2.6 *RESIDENT ON-DEMAND SERVICE***

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Housing Authority of the City of Calexico to complete these work requests within thirty (30) days. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Housing Authority of the City of Calexico believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

## **3.0 CONTRACTING FOR SERVICES**

The Housing Authority of the City of Calexico will contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the



Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Housing Authority of the City of Calexico Procurement Policy will be used. These procedures vary depending on the expected dollar amount of the contract. The Director of Maintenance will work with the Procurement Department to facilitate the contract award. The Director will be responsible for the contribution of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

# **PET POLICY**

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The purpose of this policy is to establish the Housing Authority's policy and procedures for ownership of pets in and on properties owned and operated by the Housing Authority of the City of Calexico. These regulations are hereby incorporated in the Residential Dwelling Lease and any violation of these regulations will constitute a violation of said lease.

## **A. ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet rules concerning the pet deposit will not be applied to animals that assist persons with disabilities, but the resident/pet owner will be required to qualify the animal for exclusion from the pet policy.

To be excluded from the pet policy, the resident must provide a certification from a licensed veterinarian stating that the animal has been trained to assist the person with the specified handicap requiring the use of the animal and that the animal actually assists the handicapped individual. The resident/pet owner will still be required to submit a written statement to the Housing Authority to register the pet. All other regulations relating to the proper care of the pet, licensing, and inoculations will apply.

## **B. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance and written authorization must be given by the Housing Authority Executive Director or his/her designee.

The pet owner must submit and enter into a Pet Agreement with the Housing Authority.

### **Registration of Pets**

All pets must be registered with the Housing Authority. Any resident desiring a pet must notify the Housing Authority in writing at least ten (20) days prior to bringing the pet to live with the tenant. Within this time, the required documents must be furnished, the first installment of the \$200.00 required deposit must be paid and a certificate signed by a U.S. licensed veterinarian that the pet has received all inoculations required by State or local law and that the pet has no communicable disease(s) and is pest-free must be provided.

When all requirements listed herein are satisfied, the resident will receive a Pet Permit authorizing the keeping of the pet. This permit may be revoked at any time, without any prior notice, if the pet becomes a nuisance or a threat to the health or safety of others, or if the pet owner fails to comply with any provisions of this policy.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 60 days prior to the annual reexamination.

Dogs and cats must be spayed or neutered.

Execution of a Pet Agreement with the Housing Authority stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

If the completion of the requirements is pending, approval for the keeping of a pet shall not be extended.

## **C. REFUSAL TO REGISTER PETS**

If the Housing Authority refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The Housing Authority will refuse to register a pet if:

- The pet is not a *common household pet* as defined in this policy
- Keeping the pet would violate any Pet Policy provision
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually
- The Housing Authority reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the Housing Authority and agree to abide by all of the pet rules in writing.

## **D. ELIGIBILITY**

Housing Authority will allow for pet ownership of the animals listed below with the exception that dogs and cats are only allowed when they assist persons with disabilities and in these cases, the breed and size of the pet will be a determining factor for approval.

Only those residents who pass a housekeeping inspection based on the current condition of the unit and findings of the last two annual inspections will be permitted to have a pet.

In the case of a prospective resident, a finding of satisfactory housekeeping in the applicant's current residence will be needed to establish eligibility for keeping a pet.

## **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident.

Tenants are not permitted to have more than **one type** of pet.

### **1. Dogs (Only for persons with disabilities)**

Maximum number: 1

Maximum adult weight: 20 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

### **2. Cats (Only for persons with disabilities)**

Maximum number: 1

Must be declawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

### **3. Birds**

Maximum number: 2

Must be enclosed in a cage at all times

### **4. Fish**

Maximum aquarium size: 50 gallons

Must be maintained on an approved stand

5. Rodents (Rabbits, guinea pigs, hamsters, or gerbil ONLY)

Maximum number: 2

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

6. Turtles

Maximum number: 2

Must be enclosed in an acceptable cage or container at all times.

## **E. STANDARDS FOR PETS**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises within 6 weeks of the litter's birth.

## **F. LICENSE**

Each dog shall be licensed annually with the proper U.S. authorities. The pet must wear the license at all times. Proof of licensing must be provided to management.

## **G. ANNUAL REVIEW**

Resident will provide to management yearly at the annual re-certification, any documentation necessary to determine the resident's continued compliance with the requirements of this policy.

## **H. PET CONTROL**

- All dogs must be on a leash at all times when outside the resident's unit.
- No pet will be permitted in any common area or hallway, except as necessary to directly enter and exit the buildings.
- No dog will be permitted to remain in a unit overnight, without supervision, while the resident is away.
- No Housing Authority personnel will enter any unit containing a dog or cat until the resident has physical control of the animal. It is the resident's responsibility to ensure that the Housing Authority staff has access to the unit when a pre-arranged appointment has been made to enter the unit and in emergency cases.

- Residents will not permit disturbances by their pet that interfere with the quiet enjoyment of the premises by other residents.
- All dogs and cats must wear a collar with an identification tag listing the name and address of the pet owner.
- No pets other than seeing – eye dogs are permitted in the community areas at any time.

## **I. PETS TEMPORARILY ON THE PREMISES**

Pets, not owned by a tenant, will not be allowed in the Housing Authority premises.

Residents are prohibited from feeding or harboring stray animals.

## **J. DESIGNATION OF PET/NO-PET AREAS**

There are no pet designated areas.

## **K. ADDITIONAL FEES AND DEPOSITS FOR PETS**

The resident/pet owner will be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat. The total pet deposit is \$200.00. An initial payment of \$100.00 deposit must be made prior to the date the pet is to be brought into the unit. The Housing Authority can make a payment agreement for the deposit balance of \$100.00 to be paid within a period of no more than six months.

The Housing Authority reserves the right to change or increase the required deposit by making an amendment to these rules.

The Housing Authority will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet from the unit or if the owner leaves the unit. The Housing Authority will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death. The Housing Authority will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the Housing Authority will provide a meeting to discuss the charges.

All reasonable expenses incurred by the Housing Authority as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit

- Repair costs to common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

## **L. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

## **M. PET WASTE REMOVAL CHARGE**

It is the resident/pet owner's responsibility to take care of the pet's waste. If the pet owner fails to comply with this responsibility, a separate pet waste removal charge of \$50.00 per occurrence will be assessed against the resident for violations of the Pet policy and a warning will be issued to the family. Two or more such warnings in a 12-month period may be grounds for eviction.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

Residents/Pet Owners are not permitted to deposit waste on project premises.

## **N. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

## **O. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping or other such activities.

## **P. CLEANLINESS REQUIREMENTS**

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags and placed in a trash bin.

- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

## **Q. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 8 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention of his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

## **R. RESPONSIBLE PARTIES**

The resident/pet owner will be required to submit a notarized statement from two adults, who are not residents at a Housing Authority facility, indicating the individual's willingness to provide for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

## **S. INSPECTIONS**

The Housing Authority may, after 24-hour notice to the tenant, enter and inspect the premises to verify compliance with this Policy.

## **T. PET RULE VIOLATION NOTICE**

If a determination is made, on objective facts supported by written statements, that a resident/pet owner has violated the Pet Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the Pet Policy that was violated. The notice will also state:

- That the resident/pet owner has (depending upon the nature of the violation) between 1-10 calendar days from the effective date of the service of notice to correct the violation or make a written request, within 5 calendar days, for a meeting to discuss the violation
- That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.



If the pet owner requests a meeting within the 5 calendar day period, the meeting will be scheduled no later than 14 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date.

#### **U. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the Housing Authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the Housing Authority, the Housing Authority may serve notice to remove the pet.

The Notice shall contain:

- A brief statement of the factual basis for the Housing Authority's determination of the Pet Rule that has been violated;
- The requirement that the resident/pet owner must remove the pet within 10 days of the notice; and
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

#### **V. TERMINATION OF TENANCY**

The Housing Authority may initiate procedures for termination of tenancy based on a pet rule violation if:

1. The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and
2. The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

#### **W. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the resident/pet owner. This action will include pets who are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the Housing Authority after reasonable efforts cannot contact the responsible party, the Housing Authority may contact the appropriate State or local agency and request the removal of the pet at the resident/pet owner's expense.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

## **X. EMERGENCIES**

The Housing Authority will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the Housing Authority to place the pet in a shelter facility, the cost will be the responsibility of the resident/pet owner.

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 66,642.00
- B. Eligibility type (Indicate with an "x") N1\_\_\_\_\_ N2\_\_\_\_\_ R X
- C. FFY in which funding is requested 1999
- D. D. Executive Summary of Annual PHDEP Plan

The Housing Authority of the City of Calexico is committed to the development and implementation of programs that promote a drug-free living environment. The 1999 PHDEP application was submitted to continue the Housing Authority's existing Drug Elimination Program called "Expanding Opportunities through Broadened Paths". Our Action Plan involves the extensive use of existing community resources and the creation of both formal and informal linkages with expert community agents to offer the education, prevention and intervention activities as well as community policing involvement with an emphasis on economic development and self-sufficiency.

## **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

| PHDEP Target Areas<br>(Name of development(s) or site) | Total # of Units within<br>the PHDEP Target<br>Area(s) | Total Population to<br>be Served within the<br>PHDEP Target<br>Area(s) |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

## **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months\_\_\_\_\_ 12 Months\_\_\_\_\_ 18 Months\_\_\_\_\_ 24 Months\_\_\_\_\_ Other \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|---------|--|-----------------------------|-----------------------------|
| FY 1995                |                        |         |  |                             |                             |
| FY 1996                |                        |         |  |                             |                             |
| FY 1997                |                        |         |  |                             |                             |
| FY1998                 |                        |         |  |                             |                             |
| FY 1999                |                        |         |  |                             |                             |

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities . This summary should not exceed 5-10 sentences.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

| FY ____ PHDEP Budget Summary            |               |
|---|---------------|
| Budget Line Item                        | Total Funding |
| 9110 - Reimbursement of Law Enforcement |               |
| 9120 - Security Personnel               |               |
| 9130 - Employment of Investigators      |               |
| 9140 - Voluntary Tenant Patrol          |               |
| 9150 - Physical Improvements            |               |
| 9160 - Drug Prevention                  |               |
| 9170 - Drug Intervention                |               |
| 9180 - Drug Treatment                   |               |
| 9190 - Other Program Costs              |               |
|   |               |
| <b>TOTAL PHDEP FUNDING</b>              |               |

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

|  |                            |                      |               |                              |                                |   |                        |
|--|----------------------------|----------------------|---------------|------------------------------|--------------------------------|---|------------------------|
| <b>9110 - Reimbursement of Law Enforcement</b> |                            |                      |               |                              | <b>Total PHDEP Funding: \$</b> |   |                        |
| Goal(s)  |                            |                      |               |                              |                                |   |                        |
| Objectives                                     |                            |                      |               |                              |                                |   |                        |
| Proposed Activities                            | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHDEP<br>Funding               | Other<br>Funding<br>(Amount/<br>Source) | Performance Indicators |
| 1.   |                            |                      |               |                              |                                |   |                        |
| 2.   |                            |                      |               |                              |                                |   |                        |
| 3.   |                            |                      |               |                              |                                |   |                        |

|                                  |                            |                      |               |                              |                                |   |                        |
|----------------------------------|----------------------------|----------------------|---------------|------------------------------|--------------------------------|---|------------------------|
| <b>9120 - Security Personnel</b> |                            |                      |               |                              | <b>Total PHDEP Funding: \$</b> |   |                        |
| Goal(s)                          |                            |                      |               |                              |                                |   |                        |
| Objectives                       |                            |                      |               |                              |                                |   |                        |
| Proposed Activities              | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHDEP<br>Funding               | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                               |                            |                      |               |                              |                                |   |                        |
| 2.                               |                            |                      |               |                              |                                |   |                        |
| 3.                               |                            |                      |               |                              |                                |   |                        |

|   |                            |                      |               |                              |                                |   |                        |
|---|----------------------------|----------------------|---------------|------------------------------|--------------------------------|---|------------------------|
| <b>9130 - Employment of Investigators</b> |                            |                      |               |                              | <b>Total PHDEP Funding: \$</b> |   |                        |
| Goal(s)                                   |                            |                      |               |                              |                                |   |                        |
| Objectives                                |                            |                      |               |                              |                                |   |                        |
| Proposed Activities                       | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHDEP<br>Funding               | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.  |                            |                      |               |                              |                                |   |                        |
| 2.  |                            |                      |               |                              |                                |   |                        |
| 3.  |                            |                      |               |                              |                                |   |                        |

|                                       |  |  |  |  |                                |  |  |
|---------------------------------------|--|--|--|--|--------------------------------|--|--|
| <b>9140 - Voluntary Tenant Patrol</b> |  |  |  |  | <b>Total PHDEP Funding: \$</b> |  |  |
|---------------------------------------|--|--|--|--|--------------------------------|--|--|

|                     |                            |                      |               |                              |                   |   |                        |
|---------------------|----------------------------|----------------------|---------------|------------------------------|-------------------|---|------------------------|
|                     |                            |                      |               |                              |                   |   |                        |
| Goal(s)             |                            |                      |               |                              |                   |   |                        |
| Objectives          |                            |                      |               |                              |                   |   |                        |
| Proposed Activities | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHEDEP<br>Funding | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                  |                            |                      |               |                              |                   |   |                        |
| 2.                  |                            |                      |               |                              |                   |   |                        |
| 3.                  |                            |                      |               |                              |                   |   |                        |

| 9150 - Physical Improvements |                            |                      |               |                              | Total PHDEP Funding: \$ |   |                        |
|------------------------------|----------------------------|----------------------|---------------|------------------------------|-------------------------|---|------------------------|
| Goal(s)                      |                            |                      |               |                              |                         |   |                        |
| Objectives                   |                            |                      |               |                              |                         |   |                        |
| Proposed Activities          | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHEDEP<br>Funding       | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                           |                            |                      |               |                              |                         |   |                        |
| 2.                           |                            |                      |               |                              |                         |   |                        |
| 3.                           |                            |                      |               |                              |                         |   |                        |

| 9160 - Drug Prevention |                            |                      |               |                              | Total PHDEP Funding: \$ |   |                        |
|------------------------|----------------------------|----------------------|---------------|------------------------------|-------------------------|---|------------------------|
| Goal(s)                |                            |                      |               |                              |                         |   |                        |
| Objectives             |                            |                      |               |                              |                         |   |                        |
| Proposed Activities    | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHEDEP<br>Funding       | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                     |                            |                      |               |                              |                         |   |                        |
| 2.                     |                            |                      |               |                              |                         |   |                        |
| 3.                     |                            |                      |               |                              |                         |   |                        |

| 9170 - Drug Intervention |                               |                      |               |                              | Total PHDEP Funding: \$ |   |                        |
|--------------------------|-------------------------------|----------------------|---------------|------------------------------|-------------------------|---|------------------------|
| Goal(s)                  |                               |                      |               |                              |                         |   |                        |
| Objectives               |                               |                      |               |                              |                         |   |                        |
| Proposed Activities      | # of<br>Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHDEP<br>Funding        | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                       |                               |                      |               |                              |                         |   |                        |
| 2.                       |                               |                      |               |                              |                         |   |                        |

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 3. |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|

| 9180 - Drug Treatment |                            |                      |               |                              | Total PHDEP Funding: \$ |   |                        |
|-----------------------|----------------------------|----------------------|---------------|------------------------------|-------------------------|---|------------------------|
| Goal(s)               |                            |                      |               |                              |                         |   |                        |
| Objectives            |                            |                      |               |                              |                         |   |                        |
| Proposed Activities   | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHEDep<br>Funding       | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                    |                            |                      |               |                              |                         |   |                        |
| 2.                    |                            |                      |               |                              |                         |   |                        |
| 3.                    |                            |                      |               |                              |                         |   |                        |

| 9190 - Other Program Costs |                            |                      |               |                              | Total PHDEP Funds: \$ |   |                        |
|----------------------------|----------------------------|----------------------|---------------|------------------------------|-----------------------|---|------------------------|
| Goal(s)                    |                            |                      |               |                              |                       |   |                        |
| Objectives                 |                            |                      |               |                              |                       |   |                        |
| Proposed Activities        | # of Person<br>s<br>Served | Target<br>Population | Start<br>Date | Expected<br>Complete<br>Date | PHEDep<br>Funding     | Other<br>Funding<br>(Amount<br>/Source) | Performance Indicators |
| 1.                         |                            |                      |               |                              |                       |   |                        |
| 2.                         |                            |                      |               |                              |                       |   |                        |
| 3.                         |                            |                      |               |                              |                       |   |                        |

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

| Budget Line<br>Item #                  | 25% Expenditure<br>of Total Grant<br>Funds By Activity<br># | Total PHDEP<br>Funding Expended<br>(sum of the<br>activities) | 50% Obligation of<br>Total Grant Funds<br>by Activity # | Total PHDEP<br>Funding Obligated<br>(sum of the<br>activities) |
|--|---|---|---|--|
| <i>e.g Budget Line<br/>Item # 9120</i> | <i>Activities 1, 3</i>                                      |   | <i>Activity 2</i>                                       |  |
|  |   |   |   |  |
| 9110                                   |   |   |   |  |
| 9120                                   |   |   |   |  |
| 9130                                   |   |   |   |  |
| 9140                                   |   |   |   |  |
| 9150                                   |   |   |   |  |
| 9160                                   |   |   |   |  |

|              |  |    |  |    |
|--------------|--|----|--|----|
| 9170         |  |    |  |    |
| 9180         |  |    |  |    |
| 9190         |  |    |  |    |
|              |  |    |  |    |
| <b>TOTAL</b> |  | \$ |  | \$ |

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”